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**BUILDING SUPERVISOR**  
**PYLE ADULT RECREATION CENTER**

Opening Date:	December 13, 2001
Closing Date:	Applications will be accepted until the needs of the City are met.
Hourly Wage:	<b>\$9.55/hour</b>
Hours:	Various shifts. Monday through Friday, availability from 4 pm-10:30 pm and Saturdays 8 am-10 pm, Occasional Sundays. Schedule will vary from 10-20 hours per week. Schedules are created monthly.
Minimum Qualifications:	Requires some general customer service experience; and the equivalent to completion of the 12 <sup>th</sup> grade. Requires successful completion of required selection process, successful completion of background investigation, and verification of identity and work authorization.
Additional Requirements:	Ability to: <ul style="list-style-type: none"><li>▪ Provide customer service</li><li>▪ Communicate clearly and concisely, both orally and in writing</li><li>▪ Operate a personal computer</li><li>▪ Learn and correctly interpret and apply policies and procedures</li><li>▪ Establish and maintain cooperative working relationships with public and staff</li><li>▪ Understand and carry out oral and written directions</li><li>▪ Use moderate physical exertion in lifting and moving equipment such as chairs, tables and program equipment (up to 50 pounds)</li></ul>
Representative Essential Functions:	Provide facility supervision during scheduled activities. <ul style="list-style-type: none"><li>▪ Answer the telephone and serve the public by providing general and specific information concerning facilities, programs, and policies.</li><li>▪ Enter attendance data and program registration information into computer.</li><li>▪ Coordinate and respond to any user or building emergencies including participant injuries.</li><li>▪ Compile projects such as materials and collating.</li><li>▪ Open and secure community facility.</li><li>▪ Attend monthly or bi-weekly staff meetings</li></ul>

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**Obtain and Return Applications:**

**Pyle Adult Recreation Center\* 655 E. Southern\* Tempe, AZ \* 85282**  
**(480) 350-5211**

**AN EQUAL OPPORTUNITY/REASONABLE ACCOMODATION EMPLOYER**